## Declaration of Conformity

**Fellowes Manufacturing Company**

Yorkshire Way, West Moor Park, Doncaster, South Yorkshire, DN3 3FB, England declares that the product Models MS-470Ci conforms with the requirements of the Restriction of Hazardous Substances Directive (2002/95/EC), the Low Voltage Directive (2006/95/EC) and the Electromagnetic Compatibility Directive (2004/108/EC) and the following harmonized European Names (EN Standards) and IEC Standards.

Safety: EN60950-1:2006
EN294:1992
EMC: Standard EN 55014-1:2006 EN 55014-2:2001(A1) EN 61000-3-2:2006 EN 61000-3-3:2005(A2)

Itasca, Illinois, USA
June 15, 2009

James Fellowes
**James Fellowes**

# Useful Phone Numbers

### Help Line

| | |
|---|---|
| Australia | +1-800-33-11-77 |
| Canada | +1-800-665-4339 |
| Europe | 00-800-1810-1810 |
| Mexico | +1-800-234-1185 |
| United States | +1-800-955-0959 |

### Fellowes

| | |
|---|---|
| Australia | +61-3-8336-9700 |
| Benelux | +31-(0)-76-523-2090 |
| Canada | +1-905-475-6320 |
| Deutschland | +49-(0)-5131-49770 |
| Espana | +34-90-233-55-69 |
| France | +33-(0)-1-78-64-91-00 |
| Italia | +39-071-730041 |
| Japan | +81-(0)-3-5496-2401 |
| Korea | +82-(0)-2-3462-2884 |
| Malaysia | +60-(0)-35122-1231 |
| Polska | +48 (22) 481-96-12 |
| Singapore | +65-6221-3811 |
| United Kingdom | +44-(0)-1302-836836 |
| United States | +1-630-893-1600 |

# MS-470Ci

**Please read these instructions before use.**
**Do not discard: keep for future reference.**

**Fellowes** **1789 Norwood Avenue, Itasca, Illinois 60143-1095 • USA• 630-893-1600**

www.fellowes.com

Australia Benelux Canada China France Germany Italy Japan
Korea Poland Russia Singapore South Africa Spain United Kingdom United States

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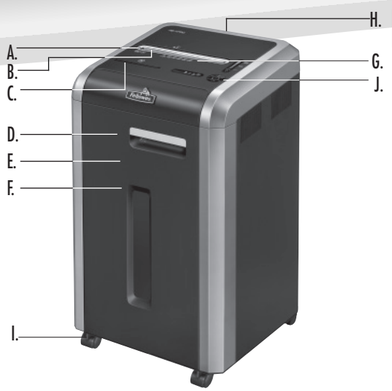
fellowes.com

# ENGLISH

Model MS-470Ci




## KEY

A. SafeSense® Technology
B. Paper entry
C. CD entry
D. Door
E. Basket - paper (inside)
F. Basket - CD (inside)
G. See safety instructions
H. Disconnect power switch
I. Casters
J. Control Panel and LEDs
- 1. Reverse
- 2. ON/OFF
- 3. Forward
- 4. Bin full
- 5. Door open
- 6. Remove paper
- 7. Sheet capacity indicator
- 8. SafeSense® indicator (yellow)
- 9. Auto button

## CAPABILITIES

**Will shred:** Paper, credit cards, CD/DVDs, staples and standard paper clips

**Will not shred:** Adhesive labels, continuous form paper, transparencies, newspaper, cardboard, large paper clips, laminates, file folders, X-rays or plastic other than noted above

**Paper/Card shred size:**
Micro-Cut ..... 2mm x 12mm

**CD shred size:**
Strip-Cut ..... 10mm

**Maximum:**
Sheets per pass (70g paper) ..... 12*
CDs/Cards per pass ..... 1*
Paper/card entry width ..... 240mm
CD entry width ..... 132mm

*A4, paper at 220-240V, 50 Hz, 2.5 Amps; heavier paper, humidity or other than rated voltage may reduce capacity. Recommended daily usage rates: 4,000 sheets; 200 credit cards; 10 CDs; 5 paper clips

Fellowes SafeSense® shredders are designed to be operated in home and office environments ranging between 50 – 80 degrees Fahrenheit (10 – 26 degrees Celsius) and 40 – 80% relative humidity

## ADVANCED PRODUCT FEATURES

**Jam Proof System**
Eliminates frustrating jams by preventing overloads and powering through misfed paper.

**Patented SafeSense® Technology**
Stops shredder immediately when hands are too close to the paper entry.

**Sleep Mode**
Energy saving feature shuts down automatically after 2 minutes of no shredding activity

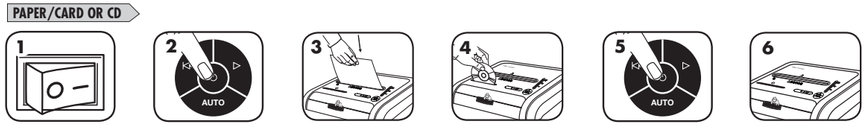
**MicroShred Technology**
MicroShred cut provides maximum security by shredding paper into over 2600 particles per 210mm x 297mm sheet.

## ⚠WARNING: IMPORTANT SAFETY INSTRUCTIONS – Read Before Using!

- Keep away from children and pets. Keep hands away from paper entry. Always set to off or unplug when not in use.
- Keep foreign objects – gloves, jewelry, clothing, hair, etc. – away from shredder openings. If object enters top opening, switch to Reverse (I◁◁) to back out object.
- Never use aerosol products, petroleum based lubricants or other flammable products on or near shredder. Do not use canned air on shredder.
- Do not use if damaged or defective. Do not disassemble shredder. Do not place near or over heat source or water.
- This shredder has a Disconnect Power Switch (H) that must be in the ON (I) position to operate shredder. In case of emergency, move switch to OFF (O) position. This action will stop shredder immediately.
- Avoid touching exposed cutting blades under shredder head.
- Use only designated entry for shredding CDs
- Keep finger away from CD hole when shredding.
- Do not put foreign objects in paper entry.
- The grounded socket-outlet shall be installed near the equipment and shall be easily accessible.

## BASIC SHREDDING OPERATION

PAPER/CARD OR CD




1. Plug in and put disconnect power switch in ON (I) position
2. Press (⏻) ON to activate
3. Feed paper/card straight into paper entry and release
4. Hold CD at edge, feed into CD entry and release
5. When finished shredding set to OFF (⏻) or
6. Do nothing and shredder will go automatically to sleep mode

**www.fellowes.com** features an extensive on-line support section with a number of self-service options





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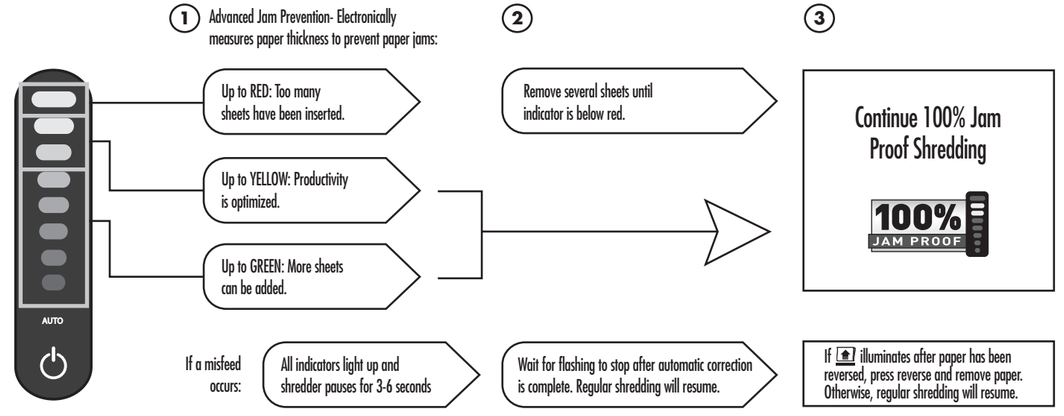
## WARRANTY

LIMITED WARRANTY Fellowes, Inc. (“Fellowes”) warrants the cutting blades of the machine to be free from defects in material and workmanship for 7 years from the date of purchase by the original consumer. Fellowes warrants all other parts of the machine to be free of defects in material and workmanship for 2 years from the date of purchase by the original consumer. If any part is found to be defective during the warranty period, your sole and exclusive remedy will be repair or replacement, at Fellowes’ option and expense, of the defective part. This warranty does not apply in cases of abuse, mishandling, or unauthorized repair. ANY IMPLIED WARRANTY, INCLUDING THAT OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS HEREBY LIMITED IN DURATION TO THE APPROPRIATE WARRANTY PERIOD SET FORTH ABOVE. In no event shall Fellowes be liable for any consequential or incidental damages attributable to this product. This warranty gives you specific legal rights. The duration, terms, and conditions of this warranty are valid worldwide, except where different limitations, restrictions, or conditions may be required by local law. For more details or to obtain service under this warranty, please contact us or your dealer.



## 100% JAM PROOF SYSTEM OPERATION*

**Eliminates frustrating jams by preventing overloads and powering through misfed paper.**


1 Advanced Jam Prevention- Electronically measures paper thickness to prevent paper jams:
2
3
AUTO
Up to RED: Too many sheets have been inserted.
Up to YELLOW: Productivity is optimized.
Up to GREEN: More sheets can be added.
Remove several sheets until indicator is below red.
Continue 100% Jam Proof Shredding
100% JAM PROOF
If a misfeed occurs:
All indicators light up and shredder pauses for 3-6 seconds
Wait for flashing to stop after automatic correction is complete. Regular shredding will resume.
If illuminates after paper has been reversed, press reverse and remove paper. Otherwise, regular shredding will resume.

***100% Jam Proof when used in accordance with user manual**

## SLEEP MODE

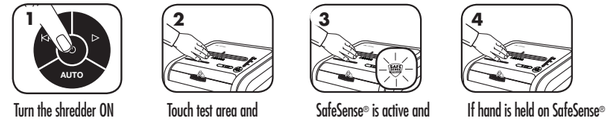
**WHEN IN SLEEP MODE**

In sleep mode

To get out of sleep mode touch control panel or insert paper

## SAFESENSE® TECHNOLOGY OPERATION

**SET-UP AND TESTING**




Turn the shredder ON (⏻) to activate SafeSense®

Touch test area and look for the SafeSense® indicator to illuminate

SafeSense® is active and working properly

If hand is held on SafeSense® area more than 2 seconds shredder will shut off

## BASIC PRODUCT MAINTENANCE AND TROUBLESHOOTING

### OILING SHREDDER

All micro-cut shredders require oil for peak performance. If not oiled, a machine may experience diminished sheet capacity, intrusive noise when shredding and could ultimately stop running. To avoid these problems, we recommend you oil your shredder each time you empty your waste bin.

**FOLLOW OILING PROCEDURE BELOW AND REPEAT TWICE**

Turn off and unplug shredder

*Apply oil across entry

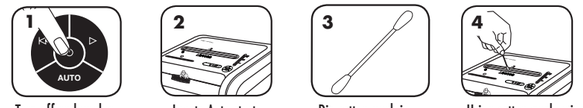
Press and hold reverse (◁◁) 2-3 seconds

### CLEANING AUTO-START INFRARED SENSORS

Paper detection sensors are designed for maintenance free operation. However, on rare occasions the sensors may become blocked by paper dust causing the motor to run even if there is no paper present.

(Note: two paper detection sensors are located in the center of the paper entry).

**TO CLEAN THE SENSORS**




Turn off and unplug shredder

Locate Auto-start infared sensor

Dip cotton swab in rubbing alcohol

Using cotton swab, wipe away any contamination from the paper sensors

**CAUTION** ***Only use a non-aerosol vegetable oil in long nozzle container such as Fellowes 35250***

## PREVENTIVE MAINTENANCE AND MISCELLANEOUS TROUBLESHOOTING

- Self Cleaning Cycle: Shredder periodically cycles in forward and reverse lasting 3-6 seconds
- Empty wastebasket when bin full indicator lights up.
- Shredder won’t run if the door is open, or bin needs to be emptied. Bin must be in machine, with door closed, in order for machine to operate properly.
- Maintenance is an important part of protecting your investment. Don’t forget our oil (35250) and shredder bags (36054).

**Go to Support Section at www.fellowes.com or see back page of manual for useful telephone numbers.**



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# W.E.E.E.

## English

This product is classified as Electrical and Electronic Equipment. Should the time come for you to dispose of this product please ensure that you do so in accordance with the European Waste of Electrical and Electronic Equipment (WEEE) Directive and in compliance with local laws relating to this directive.

For more information on the WEEE Directive please visit www.fellowesinternational.com/WEEE

## French

Ce produit est classé dans la catégorie « Équipement électrique et électronique ». Lorsque vous déciderez de vous en débarrasser, assurez-vous d'être en parfaite conformité avec la directive européenne relative à la gestion des déchets d'équipements électriques et électroniques (DEEE), et avec les lois de votre pays liées à cette directive.

Pour obtenir des plus amples informations sur cette directive, rendez-vous sur www.fellowesinternational.com/WEEE

## Spanish

Se clasifica este producto como Equipamiento Eléctrico y Electrónico. Si llegase el momento de deshacerse de este producto, asegúrese que lo hace cumpliendo la Directiva Europea sobre Residuos de Equipamiento Eléctrico y Electrónico (Waste of Electrical and Electronic Equipment, WEEE) y las leyes locales relacionadas con esta directiva.

Para más información acerca de la Directiva WEEE, visite www.fellowesinternational.com/WEEE

## German

Dieses Produkt ist als Elektro- und Elektronikgerät klassifiziert. Wenn Sie dieses Gerät eines Tages entsorgen müssen, stellen Sie bitte sicher, dass Sie dies gemäß der Europäischen Richtlinie zu Sammlung und Recycling von Elektro- und Elektronikgeräten (WEEE) und in Übereinstimmung mit der lokalen Gesetzgebung in bezug auf diese Richtlinie tun.

Mehr Informationen zur WEEE-Richtlinie finden Sie unter: www.fellowesinternational.com/WEEE

## Italian

Questo prodotto è classificato come Dispositivo Elettrico ed Elettronico. Al momento dello smaltimento di questo prodotto, effettuarlo in conformità alla Direttiva Europea sullo Smaltimento dei Dispositivi Elettrici ed Elettronici (WEEE) e alle leggi locali ad essa correlate.

Per ulteriori informazioni sulla Direttiva WEEE, consultare il sito www.fellowesinternational.com/WEEE

## Dutch

Dit product is geclassificeerd als een elektrisch en elektronisch apparaat. Indien u besluit zich te ontdoen van dit product, zorg dan a.u.b. dat dit gebeurt in overeenstemming met de Europese richtlijn inzake afval van elektrische en elektronische apparaten (AEEA) en conform de locale wetgeving met betrekking tot deze richtlijn.

Voor meer informatie over de AEEA-richtlijn kunt u terecht op www.fellowesinternational.com/WEEE

## Swedish

Denna produkt är klassificerad som elektrisk och elektronisk utrustning. När det att dags att omhänderta produkten för avfallshantering se då till att detta utförs i enlighet med WEEE-direktivet om hantering av elektrisk och elektronisk utrustning och i enlighet med lokala bestämmelser relaterade till detta direktiv.

För mer information om WEEE-direktivet besök gärna www.fellowesinternational.com/WEEE

## Danish

Dette produkt er klassificeret som elektrisk og elektronisk udstyr. Når tiden er inde til at bortskaffe dette produkt, bedes De sørge for at gøre dette i overensstemmelse med det Europæiske direktiv om affald af elektrisk og elektronisk udstyr (WEEE) og i henhold til de lokale love, der relaterer til dette direktiv.

For yderligere oplysninger om WEEE-direktivet bedes De besøge www.fellowesinternational.com/WEEE

## Finnish

Tämä tuote luokitellaan sähkö- ja elektroniikkalaitteeksi. Kun tuote poistetaan käytöstä, se on hävitettävä sähkö- ja elektroniikkalaiteromusta annetun EY:n direktiivin (WEEE) ja direktiiviin liittyvän kansallisen lainsäädännön mukaisesti.

Lisätietoja WEEE-direktiivistä on osoitteessa www.fellowesinternational.com/WEEE



## Norwegian

Dette produktet klassifiseres som elektrisk og elektronisk utstyr. Hvis du har tenkt å bortskaffe dette produktet, vennligst se til at du gjør dette i overensstemmelse med det europeiske WEEE-direktivet (Waste of Electrical and Electronic Equipment) og ifølge lokalt lovverk forbundet med dette direktivet.

For mer informasjon om WEEE-direktivet, vennligst besøk www.fellowesinternational.com/WEEE

## Polish

Ten produkt został zaklasyfikowany do grupy urządzeń elektrycznych i elektronicznych. W celu pozbycia się zużytego sprzętu będącego w Państwa posiadaniu należy postępować zgodnie z Europejską Dyrektywą w sprawie zużytego sprzętu elektrycznego i elektronicznego (WEEE) oraz z lokalnie obowiązującym prawem.

Więcej informacji znajdziecie Państwo na stronie www: www.fellowesinternational.com/WEEE

## Russian

Данное изделие классифицировано как электрическое и электронное оборудование. Когда придет время утилизировать данное изделие, пожалуйста, обеспечьте соблюдение Директивы Евросоюза об утилизации отходов электрического и электронного оборудования (Waste of Electrical and Electronic Equipment, WEEE) и местных законов, связанных с нею.

Для получения дополнительной информации о директиве WEEE, пожалуйста, посетите веб-сайт www.fellowesinternational.com/WEEE

## Greek

Αυτό το προϊόν είναι ταξινομημένο ως Ηλεκτρικός και Ηλεκτρονικός Εξοπλισμός. Σε περίπτωση που θέλετε ν' απορρίψετε αυτό το προϊόν, παρακαλείσθε να βεβαιωθείτε ότι κάνετε την απόρριψη σύμφωνα με την Ευρωπαϊκή Οδηγία σχετικά με τα Απόβλητα Ηλεκτρικού και Ηλεκτρονικού Εξοπλισμού (WEEE) και σύμφωνα με τους τοπικούς νόμους που σχετίζονται μ' αυτή την οδηγία.

Για περισσότερες πληροφορίες σχετικά με την Οδηγία WEEE, παρακαλείσθε να επισκεφτείτε την ιστοσελίδα www.fellowesinternational.com/WEEE

## Turkish

Bu ürün, Elektriksel ve Elektronik Ekipman olarak sınıflandırılmıştır. Bu ürünü bertaraf etme zamanı geldiğinde, lütfen bunun Avrupa Elektriksel ve Elektronik Ekipmanların Atılması (WEEE) Yönetmeliği ve bu yönetmekle ilgili yerel kanunlar uyarınca yapıldığından emin olun.

WEEE Yönetmeliği hakkında daha fazla bilgi için lütfen www.fellowesinternational.com/WEEE sitesini ziyaret edin

## Czech

Tento výrobek je klasifikován jako elektrické a elektronické zařízení. Po skončení jeho životnosti zajistěte jeho likvidaci v souladu se Směrnicí 2002/96/ES o odpadu z elektrických a elektronických zařízeních (OEEZ) a v souladu s místními předpisy, které s touto směrnicí souvisí.

Více informací o směrnici OEEZ najdete na stránkách www.fellowesinternational.com/WEEE

## Slovak

Tento produkt je klasifikovaný ako elektrické a elektronické zariadenie. Ak nastane as zlikvidova tento produkt, zabezpe te, prosím, aby ste tak urobili v súlade s Európskou smernicou o odpade z elektrických a eletronických zariadeniach (WEEE) a v zhode s miestnymi zákonmi vz ahujúcimi sa na túto smernicu.

Podrobnejšie informácie o Smernici WEEE nájdete na www.fellowesinternational.com/WEEE

## Hungarian

Ez a termék Elektromos és elektronikus berendezés besorolású. Ha eljönne az id , amikor ki kell dobnia a terméket, akkor kérjük, gondoskodjon arról, hogy ezt az Európai elektromos és elektronikus berendezések hulladékiaról szóló (WEEE) irányelv szerint tegye, megfelelve az irányelvhez kapcsolódó helyi törvényeknek is.

A WEEE Irányelvre vonatkozó további információkért kérjük, keresse fel a www.fellowesinternational.com/WEEE internetes címet

## Portuguese

Este produto está classificado como Equipamento Eléctrico e Electrónico. Quando chegar a altura de eliminar este produto, certifique-se de que o faz em conformidade com a Directiva relativa a Resíduos de Equipamentos Eléctricos e Electrónicos (REEE) e em observância da legislação local relativa a esta directiva.

Para obter mais informações sobre a Directiva relativa a Resíduos de Equipamentos Eléctricos e Electrónicos (REEE), visite o endereço www.fellowesinternational.com/WEEE



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